

Retention and Classification Report

Agency: Washington County (Utah). County Clerk (1435)

Administration Building
197 East Tabernacle
St. George, UT 84770

Records Officer

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AGENCY: Washington County (Utah). County Clerk

SERIES: 26678

3

TITLE: Abatement application files

DATES: 1936-

ARRANGEMENT: Chronological by year, thereunder alphabetical by surname of applicant.

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These records contain application forms completed by taxpayers requesting exemption from property tax. Exemptions may be granted to the blind, veterans with disabilities, or others suffering extreme hardship. Each application includes the applicant's name, address, birth date, age, social security number, and a series of questions concerning the applicant's financial situation and household income. The applications also include serial number of the property, number of acres, and notes of action taken.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 13, Item 1.

AUTHORIZED: 04/01/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to Agency Record Center. Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Washington County (Utah). County Clerk

SERIES: 26678

TITLE: Abatement application files

(continued)

Microfilm duplicate: Retain in Agency Record Center permanently.

APPRAISAL:

Administrative Fiscal Historical

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(b), UCA 63G-2-302(2)(b).

AGENCY: Washington County (Utah). County Clerk

SERIES: 26677

3

TITLE: Business license books

DATES: 1985-

ARRANGEMENT: Chronological by date, thereunder numerical by license number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of all business licenses issued by Washington County. "The governing body of a county may license for the purpose of regulation and revenue any business within the unincorporated areas of the county." (UCA 17-5-22 (1995) .

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 23.

AUTHORIZED: 01/02/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and transfer to Agency Record Center. Retain in Agency Record Center permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Agency Record Center permanently.

AGENCY: Washington County (Utah). County Clerk

SERIES: 26677

TITLE: Business license books

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Clerk

SERIES: 26655

3

TITLE: Census district maps

DATES: 2000-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

These blueprint maps are used to illustrate the boundaries of election districts. They are used for reference purposes. The maps include roads, streams, mountains, cities and towns and have had the boundaries of the voting districts added.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 16.

AUTHORIZED: 12/21/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Clerk

SERIES: 27693

1

TITLE: Declaration of Candidacy Forms

DATES: 1996-

ARRANGEMENT: Chronological by date, thereunder alphabetical. Other arrangements include by office.

ANNUAL ACCUMULATION:

DESCRIPTION:

Declaration of candidacy forms filed by persons intending to become candidates for an election for partisan and non-partisan offices as outlined in the Utah Code.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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Paper: Retain in Agency Record Center permanently.

APPRAISAL:

Historical

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Clerk

SERIES: 343

3

TITLE: Election registers

DATES: 1982-

ARRANGEMENT: Alphanumerical by district number, thereunder name of registered voter.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These books are used to identify registered voters. They contain: the date of registration, computer number, name and address of registered voter, voting record for previous four years, if challenged grounds for challenge, and when applicable birthplace (state or foreign country) and naturalization number.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 30.

AUTHORIZED: 11/14/1988

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the office. Though they have some historical value, it has been determined that it is impractical to maintain all registration books. They have been sampled for over a twenty year period

AGENCY: Washington County (Utah). County Clerk

SERIES: 343

TITLE: Election registers

(continued)

keeping those for years that end in six (1966, 1976, 1986, etc).

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Clerk

SERIES: 27317

3

TITLE: Election registration files

DATES: 2003-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION: 4.00 cubic feet.

DESCRIPTION:

Four-part printed forms are used to register all eligible voters. Information on the forms includes voter's name, address, birth date, birth place, last address where previously registered, political party (optional), date, signature and sworn statement. When voter registrations become inactive because voters have moved from the county, have not voted in more than four years, or are deceased, documentation of inactive status such as notices from other clerks or obituaries are added to the voter registration files.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 18.

AUTHORIZED: 11/02/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office until removed and then delete.

Paper: Retain in Office until no longer active and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with

AGENCY: Washington County (Utah). County Clerk

SERIES: 27317

TITLE: Election registration files

(continued)

authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

Voter registration records are permanent by legal mandate, UCA
20A-2-104.

PRIMARY CLASSIFICATION:

Private

AGENCY: Washington County (Utah). County Clerk

SERIES: 26679

3

TITLE: Fee books

DATES: 2002-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Fee books list all fees collected by the county clerk including marriage license fees, passport fees, and others. Each entry includes the date, name of person making payment, purpose of payment, receipt number, amount of fees, totals, and treasurer receipts.

RETENTION:

Retain 4 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 20.

AUTHORIZED: 01/02/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Washington County (Utah). County Clerk

SERIES: 26679

TITLE: Fee books

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Clerk

SERIES: 83156

3

TITLE: Marriage licenses and applications

DATES: 1885-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These licenses are issued after completion of a marriage license application and are filed in the office of the county clerk. "No marriage may be solemnized without a license issued by the county clerk . . . not more than 30 days prior to the date of solemnization of the marriage" (UCA 30-1-7 (1) (2004)). The license includes names, addresses, and ages of bride and groom; date and number of license; date of marriage; title and signature of person performing the ceremony; and signatures of bride, groom, witnesses, and county clerk.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 25.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then maintain original in office.

Microfilm master: Retain in State Archives permanently.

AGENCY: Washington County (Utah). County Clerk

SERIES: 83156

TITLE: Marriage licenses and applications

(continued)

APPRAISAL:

Administrative Historical Legal

PRIMARY CLASSIFICATION:

Private applications are private for 100 years

AGENCY: Washington County (Utah). County Clerk

SERIES: 26697

3

TITLE: Oaths of office

DATES: 1975-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are the official oaths of office for persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into their duties of office, all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." These records are the official oaths of persons elected or appointed to county positions. They are used to verify that oaths are given in accordance with the Utah State Constitution (Art. IV, Sec. 10). Before entering into the duties of all elected and appointed officials "shall take and subscribe to a specified oath or affirmation." All oaths and bonds for county officials "shall be filed with the county clerk, except for the county clerk which shall be filed with the county treasurer" (UCA 52-1-3 (1995)).

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/30/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

AGENCY: Washington County (Utah). County Clerk

SERIES: 26697

TITLE: Oaths of office

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical

This disposition is based on both the evidential and informational value of these records. They are important research tools. These oaths may be used to document the organization of the agency/office and to identify individual persons serving in elected and appointed positions. Oaths of office provide a historical record who held office.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302(1)(f)

AGENCY: Washington County (Utah). County Clerk

SERIES: 23786

3

TITLE: Official bond record index

DATES: ca. 1904-

ARRANGEMENT: Alphabetical by first letter of surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

"All official bonds shall be recorded in the office of the county recorder and then filed and kept in the office of the county clerk. The official bond of the county clerk after being recorded shall be filed and kept in the office of the county treasurer" (UCA 17-16-11 (1995)).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 29.

AUTHORIZED: 06/25/2001

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 95 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Washington County (Utah). County Clerk

SERIES: 26654

3

TITLE: Passport application transmittal records

DATES: 1990-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the applications received and fees collected daily for passports. The county clerk provides a service by taking the applications and collecting fees and then transmitting applications and the fees to the U.S. State Department. The office only serves as a collections center and does not process the applications. Passport fees must be paid in "U.S. currency or by draft, check, or money order payable to the Dept. of State or the Passport Office" (22 CFR 51.60 (1993)). The transmittal form includes the facility's name, address, and telephone number, applicants' names, birthdate, telephone numbers, departure date, check amount, type of fee (regular, amendments, no fees), total number of applications processed, final totals, name and signature of person preparing report, and any necessary remarks.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 40.

AUTHORIZED: 12/21/2007

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 1 year and then

AGENCY: Washington County (Utah). County Clerk

SERIES: 26654

TITLE: Passport application transmittal records

(continued)

destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(h); 63G-2-302(2)(d)

AGENCY: Washington County (Utah). County Clerk

SERIES: 28670

3

TITLE: Petition files

DATES: 2009

ARRANGEMENT: Chronological by filing date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These files contain the formal written petitions from county residents submitted to the county commission proposing action. Each petition contains a statement of purpose on proposed action and signatures and addresses of petitioners. It is the responsibility of the county clerk to "preserve and file all petitions" (UCA 17-5-209(7) (1995)). Signatures must be verified to determine whether petitioners are registered voters.

RETENTION:

Retain 5 years.

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 14, Item 32.

AUTHORIZED: 03/17/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

AGENCY: Washington County (Utah). County Clerk

SERIES: 28670

TITLE: Petition files

(continued)

PRIMARY CLASSIFICATION:

Public